

12 October 1976

MEMORANDUM FOR: Component Personnel Officers  
FROM : Director of Personnel  
SUBJECT : FLSA Designation Procedure

1. Effective 13 October 1976 the method for designating employees as exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (as amended) will be changed from designation by employee occupational codes to designation by actual duties performed by employees. To effect these changes on a timely basis, an interim Request For FLSA Designation form (Form 3917) has been devised and will be used until Standard Form 1152 - Request for Personnel Action is modified for PERSIGN II to include an FLSA designation. Personnel, Administrative and other officers responsible for initiating Form 1152 - Request for Personnel Action (for staff employees) and Form 3804 - Request for Contract Personnel Action are now also responsible for preparing the Request for FLSA Designation Action.

2. One copy of Form 3917 must be prepared for all Entering on Duty (new) and Returning to Duty employees and submitted along with Form 1152 or Form 3804 to the Office of Personnel. The actions will not be processed unless the FLSA Designation form is attached. For those employees whose FLSA status is affected by such personnel actions as promotion, reassignment, change to lower grade or change of occupational title, Form 3917 must be attached to the Form 1152 or Form 3804. The FLSA designation form may be submitted to the Office of Personnel separately if no specific personnel action is required but employee's FLSA status changes.

3. A sample Form 3917, Request for FLSA Designation and instructions for completion is attached.

4. Information from the form will be input into the PERSIGN I computer system and passed to the Office of Finance who will determine if nonexempt employees are entitled to FLSA overtime pay. When new or changed designations are made, three 5x8 FLSA notification cards will be produced by the PERSIGN I system. One card is for the employee to inform him of his FLSA status, one for the employee's supervisor and one for the employee's Official Personnel File. In addition, component Staffing Complements and several other reports will include the FLSA designation of E (Exempt) or N (Nonexempt) for both positions and personnel.

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F. W. M. Janney



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Approved For Release 2002/05/07 : CIA-RDP83-01004R000100210013-7

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Approved For Release 2002/05/07 : CIA-RDP83-01004R000100210013-7